

Professional and Managerial Branch
Cultural Group
Museum Series

MUSEUMS DIRECTOR |

04/97 (JAS)

Summary

Under administrative direction, as department head, promote patronage and manage operations and maintenance, an allied technical and administrative support of City museums, such as Art and Wilderness Park, through subordinate supervisor.

Typical Duties

Plan, develop and organize instructional and aesthetic programs and projects for museum visitors and facility users. Involves: establishing policies and methods to acquire, remove, display, conserve and safeguard permanent and on loan fine artwork as well as prehistoric and present day native artifact collections, and to present local and traveling artistic performances, teach arts and crafts and conduct nature trail tours; formulate short and long range departmental strategies by setting goals, priorities and standards; researching and proposing major initiatives to sustain and enhance appreciation of local cultural heritage and desert environment through pertinent artwork and natural science exhibits and allied activities together with capital improvements, educational outreach and endowment campaigns.

Implement, coordinate and evaluate timely, reliable and economical functioning of departmental organizations and facilities within available resources. Involves: studying and standardizing methods and performance measures to continuously improve service quality and operating efficiency; acquiring and allocating approved personnel, equipment and supplies, and arranging for maintenance and repair of buildings and equipment reviewing and approving master schedule for varied simultaneous events such as painting, etching, tapestry, pottery and sculpture exhibitions, live performance and film entertainment, arts and crafts classes, and facility rentals; identifying, diagnosing and solving priority conflicts and organization problems which include consideration of staff suggestions; initiating corrective measures and controls to expedite and optimize interrelated activities and facilitate flow of communications; verifying and issuing directives to rectify complaints and explaining department functions and rules to the public, individually and in groups; conferring with advisory board, financial supporters and elected officials on acquisitions, preservation efforts and effectiveness assessments; cooperating with other City departments, museums or galleries to provide joint or complementary public and educational services; arranging for and directing security, preservation, transportation and storage of collected and borrowed artwork and artifacts.

Direct or personally engage in fundraising solicitations, artwork acquisition negotiations, media relations and marketing or museum services to general public. Involves: identifying state or federal agencies, charitable foundations and other sources for donations, and applying for new or renewed grants and endowments which includes writing proposals describing intended uses of funds; establishing and maintaining contact with other museums, galleries, auctioneers and collectors to arrange for authentication, and exchanges, loans, donations and purchases of artwork; writing or editing treatises, journal articles, collection catalogs, program brochures, press releases, advertising copy and correspondence; representing City museums at gatherings including professional conventions to participate in or conduct seminars and community social events to strengthen relations with cultural and civic leaders, as guest of educational and other institutions to present lectures, and during interviews by news reporters; meeting or corresponding with museum visitors, users and donors to report on activities and resolve the most serious complaints.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses such as of program and project labor requirements and materials specifications, and reviewing funding request, proposed program improvements and suggested staffing to prepare consolidated annual budget, and set department performance measures; controlling receipt, allocation and expenditure of membership, facility rental and gift shop revenues, and budgeted City, endowment and grant funds in collaboration with Management and Budget and other funding organizations by recording and analyzing personnel, equipment, supplies and maintenance costs, and justifying deviations from forecasts following established City financial policies and procedures, and terms and conditions of agreements with other funding organizations; representing the City's interests to ensure fulfillment of statements of work in contracts with artists, educators and consultants; preparing and presenting technical, statistical and cost estimates and results analyses for City officials and executives, funding agencies and foundations, and the general public; overseeing operation and updating of collection documentation and required department record keeping such as payroll, employee files, purchase requisitions and other transactions.

Supervise assigned supervisory and nonsupervisory professional technical, clerical, sales, trades and manual labor personnel, including volunteers. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisor, coaching to motivate competency improvement and career advancement; arranging for or conducting internal

orientation, job training, and employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards; maintaining harmony among subordinates, and resolving third step grievances; interviewing and hiring applicants; recruiting docents and independent artists commending, adjusting pay of, transferring, disciplining and terminating employees; changing staffing levels and job designs.

Perform miscellaneous related general managerial and administrative duties as required. Involves: substituting, if assigned, for other department heads as qualified during temporary absences by carrying out specifically delegated duties sufficient to sustain continuity of ordinary operations or services, referring general policy problems to next higher level City executive or official, and similarly substituting for own subordinates; overseeing the providing of payroll accounting and building upkeep assistance to City History Museum; conducting special studies and serving on interdepartmental committees dealing with Citywide policy and strategy issues when requested.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with Master's degree in museum administration, fine art, art history or closely related field plus six (6) years of increasingly responsible professional curatorial and administrative experience with at least two (2) years in a supervisory capacity that included budget or fundraising accountability; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: art history, natural science and education, and regional culture and environment. Considerable knowledge of: principles and practices related to museum administrative affairs; marketing of services, fund raising, grant proposal writing; collection acquisition, exchange, exhibition, conservation, authentication and documentation; research and archiving methods. Good knowledge of: budget and inventory control practices; supervisory techniques; office and personnel administration, retail sales.

Ability to: apply administrative and managerial principles and techniques to plan, develop, organize, implement, coordinate and control functions of a small specialize artistic, professional, technical, retailing and office support staff engaged in diverse programs and projects that ensure or improve effectiveness and efficiency of multiple museums which includes formulating and establishing department policies, budgetary goals and exhibition and event operating objectives; arrange for and ensure timely application of suitable methodologies for displaying, preserving and storing artwork and artifacts, for cataloging and archiving of essential documents and electronic records pertaining to collections, and for safe operation or use and maintenance of museum facilities, equipment and materials; read, analyze and interpret highly complex documents; oversee application of chemistry and physics to displaying and preserving artwork and artifacts; apply mathematical concepts such as probability and statistical inference, plane and solid geometry and trigonometry fundamentals, and fractions, percentages, ratios and proportions to practical situations; apply principles of logical or scientific thinking to a wide range of intellectual and practical problems that deal with a variety of abstract and concrete variables together with nonverbal symbolism in its most difficult phases: impartially and firmly exercise delegated appointing officer authority through subordinate supervisors to enforce personnel and safety rules and regulations, and provide leadership to motivate productivity and cooperation of individuals or teams of various types to produce quality and timely services; establish and maintain effective working relationships with fellow employees, City officials, financial supporters, contract artists and educators, other institutions and agencies, civic and cultural organizations, and the general public using diplomacy in complicated situations in order to respond effectively to the most sensitive inquires or complaints, negotiate business deals or resolve internal conflicts; express oneself clearly and concisely orally and in writing to prepare speeches and articles using original or innovative techniques or style, and effectively and persuasively deliver group presentations and engage in discussions with individuals which include explanations and interpretations of controversial or complex art and science topics.

Skill in safe operation and care of; networked personal computer together with generic office and specialized museum software; motor vehicle through City traffic to attend meetings in various locations.

Special Requirements: Frequent out-of town travel lasting several days to represent City museums when participating in conventions or teaching related to art or science collections; work beyond daily work schedule such as evenings and weekends.

Licenses and Certificates: Valid Texas Class "C" Operator's license or equivalent issued by another state

Director of Personnel

Department Head